**Graduate Council Meeting**

**November 16, 2018**

**201D DEV**

**Minutes   
(approved January 25, 2019(**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Barbara Harvey, Tonisha Jones, Courtney Karasinski, Beth Martin, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Samantha Riggleman, Mark Staves, Guenter Tusch, Marie VanderKooi, Roger Wilson

A**dministrative Ex-Officio Present:** Irene Fountain, Steven Lipnicki, Mark Luttenton, Jeffrey Potteiger, Ellen Schendel, Pam Wells

**Ex-Officio Students Present:** Cori Jaskiewicz

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:03 AM. |  |
| **II. Approval of Agenda** | Discussion of the new program proposal in Applied Statistics was added to the GC-CPR report. | **Motion:** P. Ratliff-Miller moved to approve the amended agenda. A. Campbell seconded. Motion passed unanimously. |
| **III. Approval of Minutes October 26, 2018** |  | **Motion:** P. Ratliff-Millermoved to approve the October 26, 2018 minutes. J. Pope seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | A meeting was held with the UAC chairperson Jon Hasenbank, Andrea Bostrom, Robert Hollister, Mark Luttenton, and Chris Plouff to discuss the university assessment and graduate program review. The UAC had concerns about the notification process for program review and that programs were being overburdened with requests from both UAC and Graduate Council. However, the Graduate Council ensures that graduate program review notifications are sent out a year in advance and the programs requesting a change to the review schedule will be considered. There were also issues related to how the information in some reports from Institutional Analysis are generated. Robert Hollister will work with IA to ensure the computations and data are better.   The Provost sent a memo finalizing the CMB program review with recommendations for the program to work on in the future.  ECS sent memos to governance committee members to ask that they send a substitute when they are on sabbatical or otherwise unable to attend. Graduate Council members already do this. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | Program Review Updates  The GC-CPR will meet with the MPA program external reviewers today. The meeting with the BMS program external reviewers is scheduled for Tuesday, Nov. 20. Program review documents are on the Google Drive.  TGS is creating a website to post graduate program review information. In the future, program review documents will be available on GV Assess and login will be required.  Log 10300: New Program Proposal - PSM in Applied Statistics  The GC-CPR reviewed the new program proposal and met with the GPD, Robert Downer. The M.S. in Applied Statistics is almost identical to the Biostatistics degree, with the exception of 2 courses. The GC-CPR discussed whether Applied Statistics should go forward as a new degree program or as a program change with one degree with 2 emphases. No decision was made at the last GC-CPR meeting. | **Motion:** W. Burns-Ardolino moved to support the Curriculum and Program Review Subcommittee’s decision for Log 10300 with one of two outcomes: approve the proposal as a new master’s degree or recommend a program change to the Biostatistics degree by creating an applied statistics emphasis. A. Campbell seconded. Motion passed with one opposed. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | Thesis Committee Approvals  A proposed change to the committee membership endorsement form for the thesis or dissertation would add the unit head or GPD, or both, to the approval process. Graduate program directors and the Provost support the change. Academic deans are currently reviewing the proposal and will provide comments by November 29th. The GC-EC will discuss it at the December meeting and put it to Graduate Council vote at the January meeting. If approved, it will go to ECS/UAS for final approval.  Comments from Graduate Council members included: the major advisor’s role, if the unit head feels the faculty member has enough thesis committees to chair, if the signatures create a bottleneck in the approval process, and how workload credit is determined (which is variable by discipline).  Graduate Program Director Definition  Several graduate policies reference the graduate program director (GPD) but there is no definition of GPD. The Faculty Handbook has a definition for unit head, which was used as a basis for the GPD definition. The draft definition was reviewed and supported by the GPDs. Academic deans have until November 29 to submit their comments. It will be brought to the Graduate Council for a vote at the January 2019 meeting.  The draft policy does not implement a term limit, but the GPD will be evaluated every 3 years. The policy is intended to be broad so that it does not create an undue burden or redefine the GPD role. |  |
| **VII. Graduate Student Association Report** | In the absence of GSA officers, there was no report. |  |
| **VIII. Dean’s Report – J. Potteiger** | Graduate Program Review  The MPA graduate program review is underway and the BMS review is scheduled for next week. After meeting with the external reviewers for the MPA review, it is evident that this is the right direction for graduate education at GVSU.  In 2019-20, seven programs will undergo review, thus it may be necessary to include policy subcommittee members on the review teams. The program review schedule is every 6 years but this might need to be adjusted as the number of graduate programs change.  New Programs  New program proposals moving forward include degrees in water policy, applied statistics, therapeutic recreation, genetic counseling, and cyber security. The DrOT is on hold, and later the OTDr will be put forward. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** M. Stavesmoved to adjourn. W. Burns-Ardolino seconded. Meeting adjourned at 10:43 AM. |